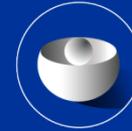




EUROPEAN MEDICINES AGENCY

© 1995–2020 European Medicines Agency

Reproduction and/or distribution of the contents of this media
for non-commercial as well as for commercial purposes
is authorised provided the Agency is acknowledged
as the source of the materials.



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Joining a WebEx meeting as a logged-in user

Instructions for EU Medicines Regulatory Network Users



This is a set of instructions on how European Medicines Regulatory Network users can join Webex meetings as logged-in users

Joining a Webex meeting as a logged-in user is the most secure way to participate in a meeting



Step 1 : Go to EMA's Webex portal



EUROPEAN MEDICINES AGENCY



- **Go to the EMA Webex portal**

<https://ema-europa.webex.com>

in your browser

- **Click on the "Sign in" button at the top right hand side of the page**

Tip!

Add this page to
your favourites
for easier access
in future
meetings

Step 2 : Sign-in into Webex portal



EUROPEAN MEDICINES AGENCY



Enter your email address

*****@id.ema.europa.eu

Next

- Enter your email address in the following format: your Eudralink/MMD username + @id.ema.europa.eu (for example jonesa@id.ema.europa.eu)
- Click 'Next'

Step 3 : Sign-in into EMA Account Management



EUROPEAN MEDICINES AGENCY

Sign in

*****@id.ema.europa.eu

[Can't access your account?](#)

Sign-in options

Back

Next

EMA users: sign in with your email address

Other users: sign in with your username followed by
@id.ema.europa.eu

Follow this [guidance](#) to recover your username and

- **Sign-in again with the same email address as in step 2
username@id.ema.europa.eu
(e.g jonesa@id.ema.europa.eu)**

- **Click 'Next'**

Step 4 : Enter Eudralink/MMD password



EMA users: sign in with your email address

Other users: sign in with your username followed by @id.ema.europa.eu

Follow this guidance to recover your username and password

- Enter your Eudralink/MMD Password
- Click "Sign in"

NOTE: if you have not previously used the username@id.ema.europa.eu format to log-in into EMA applications (e.g. IRIS) please click at the "Follow this guidance" link at the bottom of the window and CHANGE your password as per steps in next slide

You will only need to do it ONCE and the new password will be valid for a number of EMA applications i.e. EudraLink, MMD, Service Deck, etc.

If you need to to change your password



This step is only applicable to those users who have not previously used the username@id.ema.europa.eu format to log in into EMA applications

ent

EMA - Forgotten Password - Username

Username

Enter your username

Cancel Next

- a) After you clicked on "Follow this guidance" link, a new window will open where you need to enter your EudraLink/MMD username (e.g. jonesa) and click 'Next'.
- b) A one-time token will be sent to your email address
- c) In the next window enter the one-time token and click 'Next'
- d) In the next window enter a new password and click 'Submit'
- e) An email notification will be sent to your email address to confirm that your password has been successfully changed and is valid for a number of EMA applications including MMD, EudraLink, SPOR, IRIS (it may take 30 min until you can use it for other applications)

More information including screenshots on how to change your password can be found [here](#)

Step 5 : Verify your identity



EUROPEAN MEDICINES AGENCY

*****@id.ema.europa.eu

Enter code

 We've texted your phone +XX XXXXXXXX48.
Please enter the code to sign in.

Code

Having trouble? [Sign in another way](#)

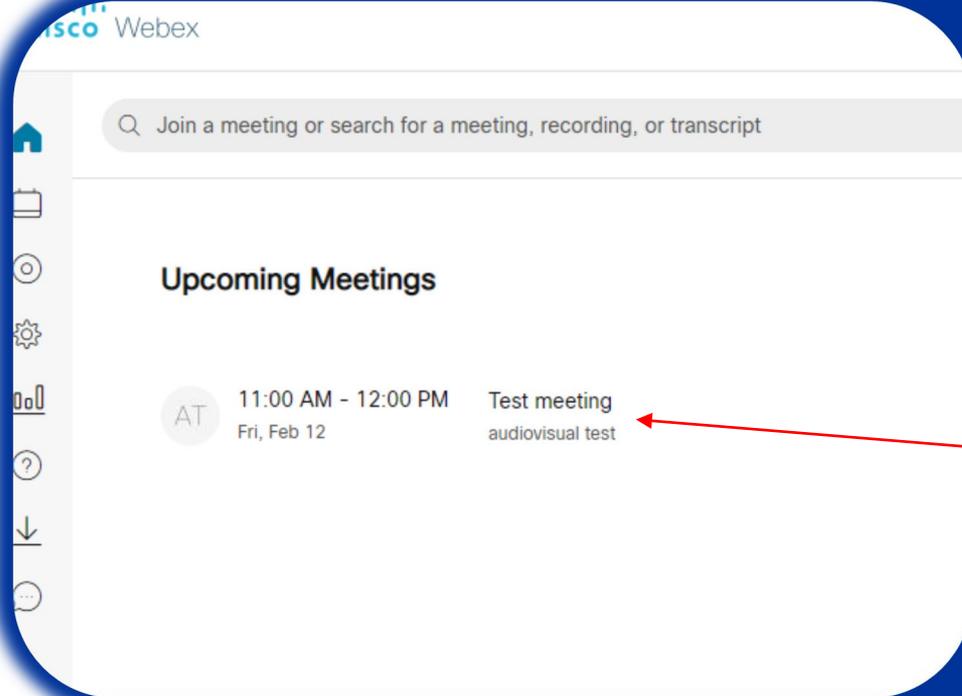
[More information](#)

Verify

EMA users: sign in with your email address

- Enter a unique verification code received via a text message on your mobile
- Click 'Verify'

Step 6 : Access your meeting invite

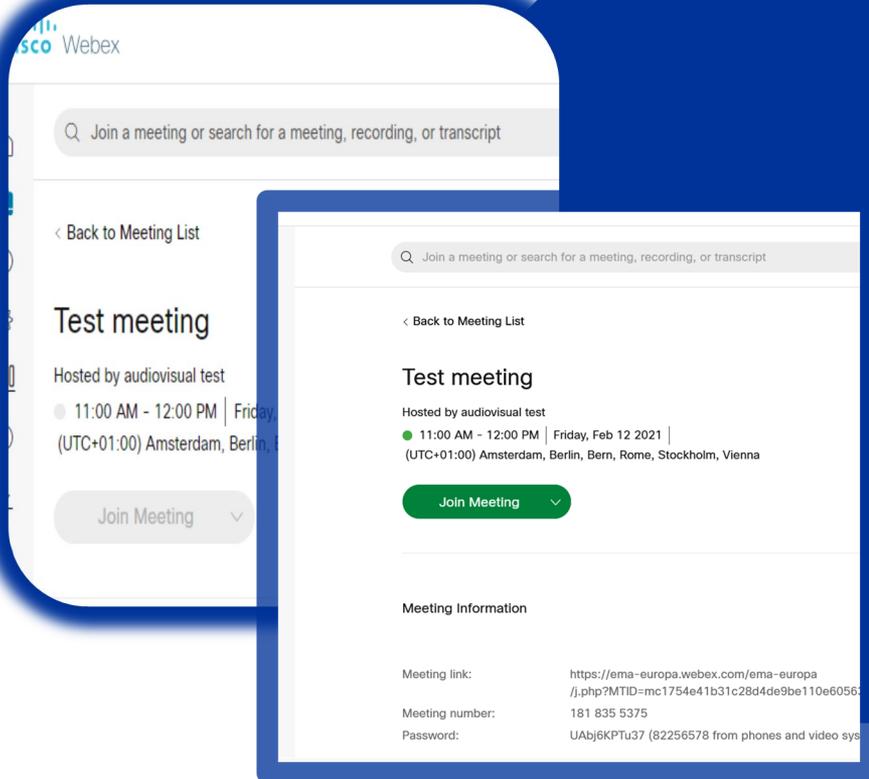


- You are now logged into the Webex portal and you can see your upcoming WebEx meeting invitation(s)
- Click on the invite of the meeting you would to attend

Step 7 : Click Join Meeting



EUROPEAN MEDICINES AGENCY



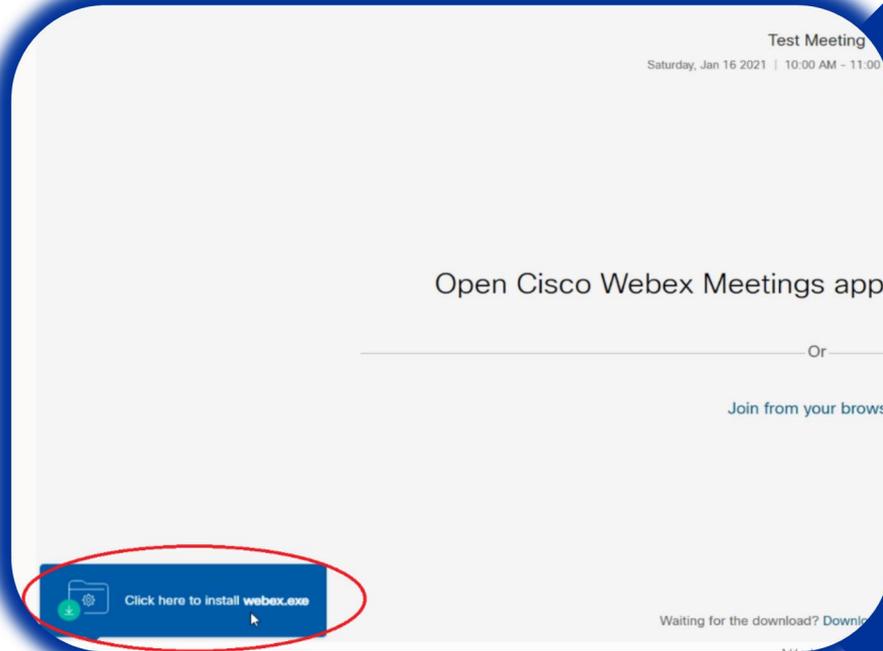
Click 'Join meeting' to enter the meeting.

Note: 'Join meeting' button will show greyed out and wont be available until the host opens the meeting.

Step 8 : Select how you want to join



EUROPEAN MEDICINES AGENCY

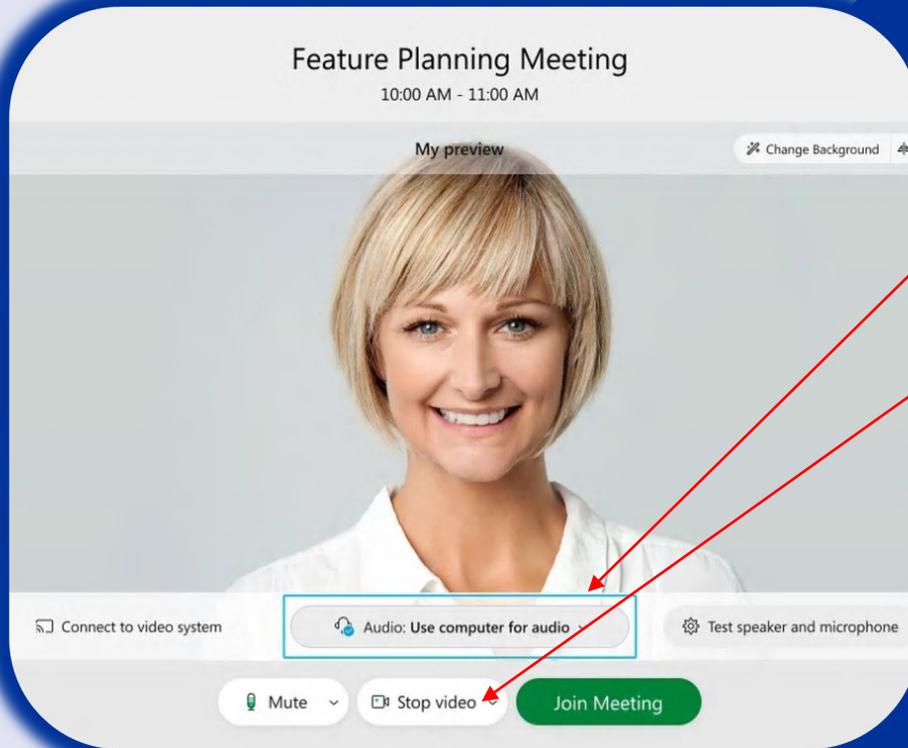


- **Select how you prefer to join the meeting either via:**
 - **WebEx application (recommended) or**
 - **browser**
- **If you do not have the application yet, you will be prompted to install it automatically**

You are ready to join the meeting!



EUROPEAN MEDICINES AGENCY



- **Pre-meeting window loads**
- **Select your audio option (computer audio recommended)**
- **To turn your camera on click on 'Start video'**
- **You can test if your speaker and microphone work correctly**
- **Click 'Join Meeting'**